



TXWORKS Program Overview & Participation Guide 1.00

Welcome to TXWORKS. This document provides an overview of the Texas Works Internship Program. Please read the overview and participation criteria before you begin the TXWORKS application.

Questions: txworks@highered.texas.gov.

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Section I: What is it, and how does it work?

What is TXWORKS?

- ***Texas Working Off-Campus: Reinforcing Knowledge and Skills (WORKS) Internship Program (TXWORKS)*** is a program that provides students with an opportunity to build their resumes through paid and professional work experiences aimed at strengthening their career readiness.
- TXWORKS internships are available for undergraduate college and university students enrolled in Texas who have applied for financial aid and are eligible for financial assistance.
- The program was established by the 86th Texas Legislature and is funded in part by the state of Texas out of a yearly student financial assistance appropriation of approximately \$1,000,000.
- The TXWORKS program is administered by the Texas Higher Education Coordinating Board (THECB) in partnership with Texas employers.
- While the THECB administers TXWORKS, the Texas Workforce Commission (TWC) supports the program by hosting the Texas Internship Challenge site. The www.TXInternshipChallenge.com website supports the program outreach to students and employers, TXWORKS employer internship postings, and the internship application process.
- TXWORKS is authorized by Texas Education Code, Chapter 56, Subchapter E-1, [Section 56.0851 – 56.0857](#). Rules establishing procedures to administer the program can be found in Title 19, Education, the Texas Administrative Code (TAC), Chapter 21, Student Services, Subchapter W, [Section 21.700 - 21.707](#).

How does TXWORKS function?

- Employers will complete an electronic TXWORKS application at <http://bit.ly/TXWORKSEmployerApplication>.
- If approved to become an active TXWORKS employer, employers may enter into an internship program agreement with the Texas Higher Education Coordinating Board.
- Participation beyond agreement period will require completing a new program period application and will go through the THECB review and approval process.
- Participating employers will manage posting positions and reviewing applicants through the [Texas Internship Challenge](#) site. Employers will then follow their internal interview and hiring processes.
- Selected Employers will complete internship program progress reports through a THECB TXWORKS online reporting portal on an internship period basis.

- Selected Employers will provide interns an opportunity to develop the skills necessary to succeed in the future workforce and grow as individuals and professionals through actual work experience within a minimum of eight weeks and a minimum of ninety-six work hours. Employers may determine work schedules and total hours within the internship period and may provide interns opportunities to work more than eight weeks and 12 hours per week.

How will TXWORKS be funded?

- TXWORKS is subject to yearly funding availability. Selected Employers will be reimbursed at the rate established by the THECB for fully paid eligible wages for the eligible interns who complete an internship period.
- The State will fund \$10 of the internship earned hourly wage.
- Participating employers will match the State's internship earned hourly wage contribution by an equal amount. As a result, employers will pay students a minimum of \$20 per hour. ***Funds appropriated for the TXWORKS program may only be utilized towards internship earned hourly wages.***
- The TXWORKS portion of the internship earned hourly wages will be reimbursed once the internship period is completed and all reporting requirements are met and approved by the THECB.

Is TXWORKS a good fit for your organization?

- The THECB is looking for employers prepared to implement the TXWORKS internship program in one or more semesters; Spring 2022, Summer 2022, Fall 2022 and are interested in student success to help develop Texas's future workforce through actual work experience.
- Internships can help provide employers with a talent pipeline of future workforce, provide an opportunity to expand and diversify intern applicants, and help increase brand awareness.

TXWORKS Application and Committee Review Steps Overview:

1. To participate in the TXWORKS program, your organization must first register and have been verified to post internship opportunities with the Texas Workforce Commission, [Texas Internship Challenge](https://www.txworkforce.com/texas-internship-challenge) site. A confirmation email is sent from the Texas Workforce Commission to the employer that verifies that they have successfully registered and can post internships on the www.txinternshipchallenge.com site. Please allow up to 72 hours for the employer verification process to be completed. A copy of this email is required to be uploaded to the electronic TXWORKS Employer Application.

Prior to registering for www.TXInternshipChallenge.com site, review the [Texas Internship Challenge Quick Start Guide for Employers](#). If additional assistance is needed with registering for www.TXInternshipChallenge.com, contact wfsupportdesk@twc.state.tx.us.

2. Application:

- a. Employers must complete an application within the submission period of **June 10 – July 30** for review and consideration by the THECB.
- b. **ALERT** - Please be aware that responses in the electronic application form are not automatically saved. To draft your responses before entering them in the electronic application form, download the [application's Word version](#). Then, proceed with copying and pasting responses written in Word into the [electronic application form](#).
- c. The employer application must meet the application requirements and be submitted on behalf of the Employer with proper authorization on or before the day specified by the THECB to qualify for further consideration.
- d. Incomplete, ineligible, or otherwise non-compliant applications will not be considered for participation in TXWORKS.
- e. Prior to submitting the electronic TXWORKS Employer Application, employer applicants must upload the following items in a PDF format:
 - i. copy of the confirmation email that verifies this employer applicant has successfully registered and can post positions on the www.TXInternshipChallenge.com site.
 - ii. review and sign the [Certification Document](#).
 - iii. Complete the [TXWORKS Proposed Internship Capacity Plan Worksheet](#). The internship capacity worksheet will support the determination of the program award amount base on the Employer's capacity and proposed plan for the program year.

ALERT: The electronic TXWORKS Employer Application will require the above documents to be uploaded as a PDF before the application is submitted to THECB. Applications submitted without the required uploads will be considered incomplete and will not be considered for review to participate in TXWORKS.
- f. THECB staff shall conduct an initial screening of applications to determine completion and adherence to this application guide's program requirements.
- g. The THECB will notify Employer Applicants that do not meet the initial screening eligibility for further consideration for TXWORKS program participation and funding within 30 days of the submission deadline. Each application that passes the initial

screening for completeness and eligibility will be further considered for TXWORKS Internship Program participation and funding.

Section II: Internship Program Employer Requirements

1. **Organization type:** Be a private nonprofit or for-profit entity or a governmental entity.
2. **Capacity:** Demonstrate the administrative and financial capacity to carry out the Employer's responsibilities under the program, including paying full wages and benefits to a student employed through the program.
3. **Agreement:** Enter into an internship participation agreement with the THECB.
4. **Impartiality:** Provide employment to a student employed through the program in nonpartisan and nonsectarian activities related to their long-term career interests.
5. **Process:** Submit eligible wages to the THECB for reimbursement upon completing reporting requirements and approval by the THECB.
6. **Term:** Provide students with internship terms of a minimum of eight weeks and ninety-six hours. Internships can take place either face-to-face, virtually, or hybrid.
7. **Compliance with internship program purpose:** The Entity will use program internship positions only to supplement and not supplant positions customarily filled by persons who are not eligible to participate in the program, as provided by coordinating board rule.
8. **Work ethic:** Employer's will provide the intern student with education on work professional etiquette, including acting responsibly and ethically, taking ownership and accountability, and organizing and prioritizing work.
9. **Hiring process:** Employer's will utilize the Employer's employee candidates' interview and hiring process and resources to qualify the program internship candidates.

10. Learning environment:

- a) Employer's will assign the intern candidate to an Employer's job function that will allow the intern to learn or enhance the intern targeted learning outcomes and work collaboratively and effectively in a team environment applying critical thinking and problem-solving.
- b) Employer's will provide the intern with projects and tasks that are challenging, meaningful, real work experiences that prepare the intern with the necessary skills for one or more career pathways, professions, or industries.

11. Guidance: Employer's will assign an internship mentor/supervisor to provide guidance, direction, and feedback to the intern during the internship term.

12. Support: Employer's will provide the student intern with the necessary orientation and training, including safety, work practice, work behavior expectations, organizational policies. Regarding work resources, the Employer will provide information on available resources, including adequate workspace, equipment, software applications, and access protocols necessary for the intern to perform the assigned scope of work and responsibilities.

13. Evaluation and feedback: Employer's will have a process for monitoring and reviewing progress with the program intern.

14. Communications development: Employer's will be able to provide the intern student with presentation and networking opportunities that may include:

- a. sharing and presenting their accomplishments with organizational leadership.
- b. meeting and networking with other interns, staff, and leadership.
- c. training to learn or practice a skill or tool.
- d. earning certifications or credentials

15. Promotion: Employer will implement appropriate internship outreach strategies to create awareness and achieve the internship participation objectives.

ALERT:

- An employer cannot participate in the program if the Employer is a public or private institution of higher education in Texas or a career school or college.
- Employers applying to participate in the TXWORKS program must have the legal authority to operate within the State of Texas, be in good standing, and have the financial responsibility and administrative capability to administer the Texas WORKS Internship program.
- The Employer must have an established Federal Tax ID Number, Texas Workforce Tax Account Number or Federal Employer Identification Number (FEIN), or other ID/number that provides a record of conducting business in good standing with the State of Texas.
- No more than 50% of the eligible employer's workforce may be interns

Click on the TXWORKS [applicant review form](#) to understand how the THECB will evaluate TXWORKS employer applicants.

Section III: Student Eligibility Criteria

The student:

- Completed the Free Application for Student Aid (FAFSA) and received a Student Aid Report with an Estimated Family Contribution (EFC) between \$0 and \$5,846.
- Is a resident of Texas.
- Is enrolled as a half-time or full-time undergraduate student (six hours or more).
- Is seeking a certificate, an associate degree, or a bachelor's degree at an eligible Texas college or university.
- Has graduated from high school, earned a GED, or completed a high school equivalency program.
- Has not earned a bachelor's, a graduate, or a professional degree.

- Can complete the internship term of a minimum of eight weeks and ninety-six hours. Internships can take place either face-to-face, virtually, or in a hybrid format.

ALERT: While interns are not required to be enrolled at their institution during the actual internship period, they must be enrolled at least the long semester (fall or spring) immediately prior to the intern period. Interns may not participate in more than two (2) internships total and cannot participate in more than one internship at a time. Funds received by students employed through the program as eligible wages are not considered financial aid for the academic year in which the funds are earned.

Student Application Process:

1. Students search and find TXWORKS positions posted on TxInternshipChallenge.com at internship sites in Texas, as postings become available .
2. Students will verify their eligibility through an online form located on the [THECB TXWORKS Student Webpage](#).
3. **After the eligibility verification process is complete:**
 - a. Students will receive notification of their eligibility status. Eligible students will receive a THECB Student Eligibility Participation Letter confirmation.
 - b. The THECB Student Eligibility Participation Letter is to be provided to the Employer, per instructions provided by the Employer.
 - c. The Employer will view this letter to ensure students are eligible to participate before setting up interviews.
4. Students complete the application and provide the Employer, per the employer instructions, a copy of their eligibility letter and a copy of their college transcript (*unofficial copies of transcripts are acceptable*) confirming that the applicant is currently enrolled in six (6) hours or more as an undergraduate student seeking a certificate, associate degree, or bachelor's degree at an eligible Texas college or university.
5. Students will be notified by the participating Employer on the next steps of the selection process, which is established by each participating Employer.

ALERT: Employers are required to use the dedicated, online report portal to provide information prior to the start of the internship period about the student candidates under consideration for interviews and those who are offered a position.

Section IV: Program Outcomes for Students & Employer Expectations

Students that complete an internship through TXWORKS should become knowledgeable and confident to navigate in each of these areas:

Career Development:

- Identify and explain the career readiness competencies and associated skills gained or strengthened throughout the internship.
- Explain how the knowledge, experiences, career readiness competencies, and associated skills gained and strengthened in the internship can be applied/transferred to other work experiences in the future.
- Explain how the functions performed in their internship relate to the organization's overall purpose/mission/operations where they interned.
- Locate and use resources to help them make informed decisions about career pathways and future career opportunities (job and internship positions) and identify knowledge, competencies, and skills that need to be gained or further strengthened.
- Communicate to prospective employers how the knowledge, career readiness competencies, associated skills, and work experiences gained/strengthened during the internship match the qualifications of available career opportunities.

Professionalism and Relationship Building:

- Identify and articulate knowledge, ideas, processes, and correspondence effectively through oral and written communications.
- Build and maintain professional relationships with colleagues and clients.
- Demonstrate professional etiquette and work habits in the workplace, including acting responsibly and ethically, taking ownership and accountability, and organizing and prioritizing work.
- Navigate and resolve challenges and scenarios in the workplace.
- Work collaboratively and effectively in a team environment applying critical thinking and problem-solving skills.
- Support and contribute to building/maintaining a safe, inclusive, and collaborative environment through appropriate and respectful communications and interactions.
- Locate and select equipment and resources to accomplish or implement projects and tasks efficiently.

Contact Information for THECB TXWORKS Internship Program

For questions about the TXWORKS Internship Program, contact:

Texas Higher Education Coordinating Board (THECB)

Phone: 512-427-6582

Email: txworks@highered.texas.gov

Webpage: www.highered.texas.gov/txworks

Contact Information for Technical Assistance with Texas Internship Challenge Site

For technical assistance with the www.TXInternshipChallenge.com site, contact:

Texas Workforce Commission (TWC)

Workforce Systems Support Desk

Phone: 512-463-4210

Email: wfsupportdesk@twc.state.tx.us

Hours of Operation: 8:00am - 5:00pm CST

Employer Applicant Review Form

Employer Applicant Name:	
Reviewer Number:	
Reviewed Date:	

TXWORKS Employer Applicant internship implementation process capability qualification.

Purpose: To qualify the Employer Applicant capability to meet the internship program requirements included below.

Within the capability sections (1-10) below, reviewers will check the box that reflects the entity capability to meet the given program requirements.

- ☐ Full Capability (10 Points)
- ☐ Proficient Capability (7 Points)
- ☐ Limited/Undemonstrated Capability (4 Points)

Note: The applicant's sum of capability responses, divided by the total number of available points (100) will provide an indication of the applicant's process capability as follows:

- **(80% to 100%)** The Applicant has Full Capability to meet the requirement: The Applicant responses indicate that the Applicant can fully meet program requirements and objectives. A response that demonstrates full capability, should consist of at least 50 words, applicable data and/or detailed descriptions.
- **(60% to 79%)** The Applicant has Proficient Capability to meet the program requirements: The Applicant responses do not address several of the program success requirements, but the Applicant has the overall capacity to meet the program requirements and objectives.
- **(40% to 59%)** The Applicant has Limited or Undemonstrated Capability to meet the program requirement: The Applicant responses do not address most of the program success requirements, which indicates that the Applicant has limited or undemonstrated capability to meet the program requirements and objectives and **will not be eligible to participate this application period.**

Administration and financial capacity: The Applicant demonstrates the capacity to carry out the employer's Internship program responsibilities including the ability to utilize the applicants own employee candidates' interview and hiring process and resources to qualify the program internship candidates. The applicant demonstrates the capacity to use the company financial structure to support the internship program, pay full wages and benefits to a student employed through the program.

Capability

- ☐ Full
- ☐ Proficient
- ☐ Limited

<p>Impartiality: The Applicant demonstrates the ability to provide employment to a student employed through the internship program in a nonpartisan and nonsectarian form related to the student's long-term career interests.</p>	<p>Capability</p> <p><input type="checkbox"/> Full</p> <p><input type="checkbox"/> Proficient</p> <p><input type="checkbox"/> Limited</p>
<p>Compliance with internship program purpose: The Applicant demonstrates the ability to use program internship positions only to supplement and not supplant positions customarily filled by persons who are not eligible to participate in the program, as provided by coordinating board rule.</p>	<p>Capability</p> <p><input type="checkbox"/> Full</p> <p><input type="checkbox"/> Proficient</p> <p><input type="checkbox"/> Limited</p>
<p>Work ethic: The Applicant demonstrates the ability to provide the intern with education on work professional etiquette, including acting responsibly and ethically, taking ownership and accountability, and organizing and prioritizing work.</p>	<p>Capability</p> <p><input type="checkbox"/> Full</p> <p><input type="checkbox"/> Proficient</p> <p><input type="checkbox"/> Limited</p>
<p>Learning environment part (A): The Applicant demonstrates the ability to assign the intern candidate to an employer applicant job function that will allow the intern to learn or enhance the intern targeted learning outcomes and work collaboratively and effectively in a team environment applying critical thinking and problem-solving skills.</p>	<p>Capability</p> <p><input type="checkbox"/> Full</p> <p><input type="checkbox"/> Proficient</p> <p><input type="checkbox"/> Limited</p>
<p>Learning environment part (B): The Applicant demonstrates the ability to provide the intern with projects and tasks that are challenging, meaningful, real-work experiences that prepare the student with the necessary skills for one or more career pathways, professions, or industries.</p>	<p>Capability</p> <p><input type="checkbox"/> Full</p> <p><input type="checkbox"/> Proficient</p> <p><input type="checkbox"/> Limited</p>
<p>Guidance: The Applicant demonstrates the ability to assign an internship Mentor/Supervisor to provide guidance, direction, and feedback for the intern during the internship term. The applicant will have a process for monitoring and reviewing progress with the program intern.</p>	<p>Capability</p> <p><input type="checkbox"/> Full</p> <p><input type="checkbox"/> Proficient</p> <p><input type="checkbox"/> Limited</p>
<p>Support: The Applicant demonstrates the ability to provide the intern with the necessary orientation and training, including safety, work practice, work behavior expectations, organizational policies. Regarding work resources, the applicant demonstrates the ability to provide information on available resources, including adequate workspace, equipment, software applications, and access protocols necessary for the intern to be able to perform the assigned scope of work and responsibilities.</p>	<p>Capability</p> <p><input type="checkbox"/> Full</p> <p><input type="checkbox"/> Proficient</p> <p><input type="checkbox"/> Limited</p>

<p>Communications development: The Applicant demonstrates the ability to be able to provide the intern with presentation and networking opportunities that may include: sharing and presenting their accomplishments with organizational leadership. meeting and networking with other interns, staff, and leadership. training to learn or practice a skill or tool. earning certifications or credentials.</p>	<p>Capability</p> <p><input type="checkbox"/> Full</p> <p><input type="checkbox"/> Proficient</p> <p><input type="checkbox"/> Limited</p>
<p>Promotion: The Applicant demonstrates the ability to implement appropriate internship outreach strategies to create awareness and achieve the internship participation objectives.</p>	<p>Capability</p> <p><input type="checkbox"/> Full</p> <p><input type="checkbox"/> Proficient</p> <p><input type="checkbox"/> Limited</p>
<p>Points Awarded</p>	
<p>Total available points</p>	<p>100</p>
<p>Percentage</p>	
<p>Comments:</p>	